Iowa School for the Deaf
Technology/Internet Policy

This document contains the Internet Use Policy for Iowa School for the Deaf.

1. Educational Purpose

    a. The ISD system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.

    b. The ISD system will not be used as a public access service or a public forum. ISD has the right to place reasonable restrictions on material accessed or posted on its system.

    c. The ISD system may not be used for commercial purposes. This means you may not offer, provide, or purchase products or services through the ISD system.

    d. You may not use the ISD system for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

2. Student Internet Access

    a. **Elementary students** will have access only under their teacher's or houseparent's direct supervision using a classroom account. Elementary students may be provided with an individual e-mail address under special circumstances, at the request of their teacher and with the approval of their parent(s).

    b. **Secondary students** may obtain an individual e-mail address with the approval of their parent(s).

    c. Students and parent(s)/guardian(s) must sign an Account Agreement to be granted an individual e-mail address on the ISD system. This agreement must be renewed one time each school year.

Inappropriate Use

1. Personal Safety

    a. Students may not post personal contact information such as address, telephone, school address, work address, etc.

    b. Students may not agree to meet with someone met via the computer without parent(s) permission.

    c. Any inappropriate messages received should be promptly reported.

2. Illegal Activities

    a. Attempts to gain unauthorized access into the ISD system is not permitted. This includes attempts to log on through another person's account or gain access to files belonging to another person.

    b.   Intentional attempts to disrupt or destroy the computer system are not allowed.

    c.   Engaging in illegal acts of any kind via the ISD computer system is prohibited.

3. Inappropriate Language
    a.   Obscene, threatening, or harassing communication via the ISD computer system is prohibited.
    b.   No personal attacks, including prejudicial or discriminatory attacks will be tolerated.
    c.   Disclosing personal information about another person is not allowed.

4. Respecting Resource Limits.
    a.   You will use the system only for educational and career development activities and limited, high-quality, personal research.
    b.   Guidelines imposed by the school or residential programs will be followed. Those guidelines will relate directly to the needs of the classroom or residence program and will be approved by administration at ISD.

5. Plagiarism and Copyright Infringement
    a.   Plagiarism from materials gained from the Internet is restricted. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
    b.   Compliance with copyright restrictions is expected. Copyright infringement occurs when you copy material that is protected by a copyright.

Iowa School for the Deaf will cooperate with local, state, and federal regulations. In the event that an investigation proves that a violation occurred through the use of ISD's technology system, appropriate action will occur. Appropriate action is defined by referring to this handbook's disciplinary code. Iowa School for the Deaf reserves the right to suspend any student's access to the computer and/or the Internet.

Iowa School for the Deaf

Internet Policy and Regulations

Responsible Technology Department (Jerry Siders, Instructional Technology Specialist and Guadalupe Knight, Information Technology Specialist)

A. Purpose

1. Iowa School for the Deaf (ISD) is obtaining access to the Internet through an Agreement with Area Education Agency No. 13 (AEA13). ISD may provide access to the Internet to their employees, board members, students, and guests (optional).
2. The ISD system has a limited *educational purpose*. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality personal research.
3. Student use of the system will be governed by this policy, related ISD regulations, and the student disciplinary code. Staff/Employee use will be governed by this policy, related ISD regulations, ISD employment policy, and the collective bargaining agreement. All use will be in compliance with the acceptable use provisions of the AEA13's Internet service.

B. Responsibilities

1. The Superintendent, or his designee, will serve as the coordinator to oversee the ISD system.
2. The building Principals, or his/her designee, will serve as the building-level coordinators for the system, will approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the Internet Use Policy at the building level.
3. Certain ISD staff members, such as the Superintendent, Assistant to the Superintendent, Human Relations Director, Student Life Director, building Principals, Instructional Technology Specialist or Deans are authorized to develop regulations and agreements for the use of that are in accord with this policy statement, and other ISD policies, including the student disciplinary code. These regulations can include, but are not limited to:
   a. Internet use policies for students, staff and board members, if any, and guests.
   b. The level of access will be provided according to student's grade level.
   c. An ISD Web policy.
   d. Agreements for students, faculty, staff/employees, and guests and informational material for parents.

C. ISD Limitation of Liability

1. ISD makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the ISD system will be error-free or without defect. ISD will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. ISD is not responsible for the accuracy or quality of the information obtained through or 'stored on the system. ISD will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold the ISD harmless from any losses sustained as the result of intentional misuse of the system by user.

ISD Internet Regulations

A. Purpose

1. ISD is obtaining access to the Internet through an agreement with AEA13. Certain ISD staff members like the Superintendent, Assistant to the Superintendent, Director of Human Relations, Director of Student Life, Building Principals, Deans, or Instructional Technology Specialist have been authorized to develop regulations and agreements for the use of the ISD system that are in accord with the ISD policy statement and other ISD policies, including the student disciplinary code.

B. Due Process

3. ISD will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the ISD system.

4. In the event there is an allegation that a student has violated the ISD Internet Use Policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.

3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.

4. Certain staff/employee violations of the ISD Internet Use Policy will be handled in accord with ISD policy and the collective bargaining agreement, if any.

5. Any ISD administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 90 days may be removed, along with the user's files without notice to the user.

C. Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files and records of their online activity while on the ISD system.

2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the ISD Internet Use Policy, the student disciplinary code, or the law.

3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

4. ISD staff members/employees should be aware that their personal files might be discoverable per the state public records laws.

D. Academic Freedom, Free Speech, and Selection of Material

1. Board of Regents, State of Iowa policies on Academic Freedom and Free Speech will govern the use of the Internet.

2. When using the Internet for class activities, teachers will:
   a. Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
   b. Preview the materials and sites that require students' access to determine the appropriateness of the material contained on or accessed through the site.
   c. Provide guidelines and lists of resources to assist their students in channeling research activities effectively and properly.
   d. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

E. Parental Notification and Responsibility

1. ISD will notify the parents about the ISD network and the policies governing its use. Parents must sign an agreement to allow their student to have an individual account. Parents may request alternative activities for their child(ren) that do not require Internet access.

2. Parents have the right at any time to investigate the contents of their child(ren)'s e-mail files. Parents have the right to request the termination of their child(ren)'s individual account at any time.

3. The ISD Internet Use Policy contains restrictions on accessing inappropriate material and student use. However, there is a wide range of material available on the Internet, some of which may not be fitting with the particular values of students' families. It is not practically possible for ISD to monitor and enforce a wide range of social values in student use of the Internet. Further, ISD recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The ISD will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the ISD system.

4. ISD will provide students and parents with guidelines for student safety while using the Internet.

F. Access

The following levels of access will be provided:
1. Classroom Accounts. Elementary age students will be granted Internet access only through a classroom account. Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent(s). An agreement will only be required for an individual account, which must be signed by the student and his or her parent(s). Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying ISD in writing (or whatever procedure ISD uses for other permissions).

2. Individual Accounts for Students. Secondary students may be provided with individual Internet accounts. Secondary students will not have dial-up access to the system. A written agreement will be required for an individual account. The student and his or her parent(s) must sign this agreement.

3. Individual Accounts for ISD Employees. ISD employees will be provided with an individual account and will not have to dial-up access to the system. No written agreement will be required.

G. Unacceptable Uses

The following uses of the system are considered unacceptable:
6. Personal Safety (Restrictions are for students only)
   a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
   b. Users will not agree to meet with someone they have met online without their parent's approval and participation.

    c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

7. Illegal Activities

    a. Users will not attempt to gain unauthorized access to the ISD system or to any other computer system through the ISD System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

    b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

    c. Users will not use the ISD system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

8. System Security

    a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

    b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.

    c. Users will avoid the inadvertent spread of computer viruses by following the ISD virus protection procedures if they download software.

9. Inappropriate Language

    a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

    b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

    c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.

    d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

    e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.

    f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

10. Respect for Privacy
    a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
    b. Users will not post private information about another person.

11. Respecting Resource Limits.
    a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research. For students, the limit on personal research is no more than (number) hours per week.
    b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
    c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
    d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
    e. Users will be subscribing only to high quality discussion group mail lists that are relevant to their education or professional/career development.

12. Plagiarism and Copyright Infringement
    a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
    b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

13. Inappropriate Access to Material
    a. Users will not use the ISD system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and both the teacher and the parent(s) approve access. ISD employees may access the above material only in the context of legitimate research.
    b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Internet Use Policy.

H. Web Policy

The ISD's Web policy is as follows:
1. ISD Web Site.

    a. ISD will establish a Web site. Material appropriate for placement of the ISD Web site includes: ISD information, school information, teacher or class information, student projects, public announcement in relating to deaf community or activities and student extracurricular organization information. Personal, non-educationally-related information will not be allowed on the ISD Web site.

    b. The ISD Superintendent will designate an ISD Web Publisher, responsible for maintaining the official ISD Web site and monitoring all ISD Web activity. The Web Publisher will develop style and content guidelines for official ISD and school Web materials and develop procedures for the placement and removal of such material. All official ISD material originating from the ISD, and posted on the ISD Web site, must be approved through a process established by the ISD Web Publisher.

2. School Web Pages. The building principal will designate a School Web Publisher, responsible for managing the school Web site and monitoring class, teacher, student, and extracurricular Web pages. All official material originating from the school will be consistent with the ISD style and content guidelines and approved through a process established by the School Web Publisher. The school Web Publisher will develop additional guidelines for the school Web site.

3. Teacher Web Pages are subject to approval. Teachers may establish Web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher Web pages will not be considered official material, but will be developed in such a manner as to reflect positively upon ISD and school.

4. Staff Web Pages. Staff may develop Web pages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff Web pages will not be considered official material, but will be developed in a manner as to reflect positively upon ISD.

5. Student Web Pages.

    a. Students may create a web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity.

    b. With the approval of the building principal or Web Publisher, students may establish personal Web pages. Material presented in the student's

personal Web site must be related to the student's educational and career preparation activities.

   c. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Internet Use Policy or student disciplinary code. However, student material may not be removed on the basis of disagreement with the views expressed by the student.

   d. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to ISD."

   e. Student Web pages will be removed at the end of the school year unless special arrangements are made. A notice will be provided to students prior to such removal.

6. Extracurricular Organization Web Pages.

   a. With the approval of the building principal, extracurricular organizations may establish Web pages. Material presented on the organization Web page must relate specifically to organization activities.

   b. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the ISD."

7. Student Information

   a. The school shall develop standards for disclosure of student information that are considered generally acceptable in light of the age of the students attending the school. At this time, the following is considered acceptable:

       1. Elementary age students: First name and last initial, no pictures of identifiable students,

       2. Middle school students: First and last names, no picture.

       3. High school students: First and last names, no picture.

   b. Parental approval of disclosure in accord with the standards must be obtained.

8. Web Page Requirements

   a. All ISD Internet Use Policy provisions will govern material placed on the Web.

   b. Web Pages shall not:

       1. Contain personal contact information about students beyond that permitted by the school (or ISD) and parent(s).

       2. Display photographs or videos of any identifiable individual without a signed model release. Their parent(s) or guardian must sign model releases for students under the age of 18.

       3. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the

          publication of copyrighted material on a web site is within the fair
          use exemption.

c. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.

d. Students may retain the copyright on the material they create that is posted on the Web. ISD employees may retain the copyright on material they create and post if appropriate under ISD policies.

e. All Web pages will carry a stamp indicating when it was last updated and the e-mail address of the person responsible for the page.

f. All Web pages should have a link at the upper left or bottom of the page that will help users find their way to the appropriate home page.

g. Users should retain a back-up copy of their Web pages.

I. Handbook, Forms, and Agreements

The following documents contain the student handbook, forms, and agreements to implement the ISD Internet Policy and Regulations.

Student Internet Policy Handbook Template

ISD is now offering Internet access for student use. This document contains the Internet Use Policy for your use of the ISD system.

1. Educational Purpose

    a. The ISD system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.

    b. The ISD system has not been established as a public access service or a public forum. ISD has the right to place reasonable restrictions on the material accessed or posted on its system.

    c. The ISD system for commercial purposes. This means you may not offer, provide, or purchase products or services through the ISD system.

    d. You may not use the ISD system for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

5. Student Internet Access

    a. **Elementary students** will have access only under their teacher's or houseparent's direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent(s).

    b. **Secondary students** may obtain an individual account with the approval of their parent(s).

    c.   Students and parent(s)s/guardians must sign an Account Agreement to be granted an individual account on the ISD system. This Agreement must be renewed one time each school year.

Inappropriate Use

1. Personal Safety
    a.   Students may not post personal contact information such as address, telephone, school address, work address, etc.
    b.   Students may not agree to meet with someone you have met online via the computer without parental permission.
    c.   Any inappropriate messages received should be promptly reported.

2. Illegal Activities
    a.   Attempts to gain unauthorized access into the ISD system is not permitted. This includes attempts to log on through another person's account or gain access to files belonging to another person.
    b.   Intentional attempts to disrupt or destroy the computer system are not allowed.
    c.   Engaging in illegal acts of any kind via the ISD computer system is prohibited.

3. Inappropriate Language
    a.   Obscene, threatening, or harassing communication via the ISD computer system is prohibited.
    b.   No personal attacks, including prejudicial or discriminatory attacks will be tolerated.
    c.   Disclosing personal information about another person is not allowed.

3. Respecting Resource Limits.
    a.   You will use the system only for educational and career development activities and limited, high-quality, personal research.
    b.   Guidelines imposed by the school or residential programs will be followed. Those guidelines will relate directly to the needs of the classroom or residence program and will be approved by administration at ISD.

4. Plagiarism and Copyright Infringement
    a.   Plagiarism from materials gained from the Internet is restricted. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
    b.   Compliance with copyright restrictions is expected. Copyright infringement occurs when you copy material that is protected by a copyright.

Limitation of Liability

The ISD makes no guarantee that the functions or the services provided by or through the ISD system will be error-free or without defect. The ISD will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The ISD is not responsible for the accuracy or quality of the information obtained through or stored on the system. The ISD will not be responsible for financial obligations arising through the unauthorized use of the system. It is possible, depending on the circumstances, that the parent(s)/guardian(s) would be responsible for financial obligations arising from an unauthorized use of the system. Students can be held financially responsible for any harm to the system as a result of intentional misuse.

Student Account Agreement

Student Section
Student Name _____ Grade _____
School _____

I have read the ISD's Student Internet Policy handbook. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent(s) or Guardian Section
I have read the ISD's Student Internet Policy Handbook.

I hereby release the ISD, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the ISD system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the ISD Internet Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature _____ Date _____

Parent Name _____

Home Address _____ Phone _____

This space reserved for System Administrator

Assigned User Name:_____

Assigned Temporary Password:_____

Guest Account Agreement

Name _____

Address _____

Phone _____

I have read and agree to abide by the ISD's Internet Regulations. I understand that my use of the ISD Internet account is only for a specific educational purpose.

The purpose for which this account is provided is:

_____

_____

_____

I agree to limit my use of my account to activities related to the above stated purpose. As a guest on an educational system, I understand that my free speech rights are limited.

I hereby release the ISD, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the ISD system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my intentional misuse of the system.

I understand my account may be terminated as follows:

I may terminate my account at any time by notifying the ISD.

My account may be terminated at any time upon written notice to me. In this event, I will be given the opportunity to remove my personal files.

If my account is unused for more than 90 days, it may be terminated and my personal files removed without notice.

Signature _____ Date _____

Guest Account authorized by _____
School or Department _____

-------------------- This space reserved for System Administrator

Assigned User Name:_____

Assigned Temporary Password:_____

Letter to Parent(s)s or Guardians

The school ISD is pleased to announce the establishment of Internet services for its students. This letter describes the Internet services. Attached are the following documents:

- Description of the various levels of student access through the system
- ISD Internet Use Policy
- Student Individual Account Agreement (for secondary students only)
- Parental Request to Restrict Access form
- Brochure discussing child safety on the Internet (available from National Center for Missing and Exploited Children 1-800-843-5678)
- Schedule of Internet Informational Meetings

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people from throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st Century.

It is possible that your child may find material on the Internet that you would consider objectionable. The ISD Internet Use Policy restricts access to material that is inappropriate in the school environment. Although staff will supervise your student's use of the Internet, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

It is possible that your child may find material on the Internet that you would consider objectionable. The ISD Internet Use Policy restricts access to material that is inappropriate in the school environment and we are using a filtering program to limits access to inappropriate material. However, the software is not entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. The various levels of access are described in the attached document.

You have the option of requesting that your child not be provided with access to the Internet. To exercise this option, please sign the enclosed Parental Request to Restrict Access. You must specifically authorize your child's individual e-mail account. You and your child must sign the enclosed Student Account Agreement to establish an account.

Please contact us if you have any questions or concerns.

Iowa School for the Deaf

ACCEPTABLE USE OF INSTRUCTIONAL AND INFORMATION TECHNOLOGY RESOURCES

(1) PREAMBLE.

The Iowa School for the Deaf's (ISD) instructional and information technology resources have been assembled to facilitate the pursuit of excellence in ISD's missions of providing comprehensive and appropriate educational programs and services. The opportunity to use computing systems and software, as well as internal and external data networks, is important to all members of the ISD community. To preserve that opportunity for the full community, each individual faculty member, staff member, and student must comply with institutional and external standards for acceptable use of these shared resources. Although modest personal use of ISD-supplied technology resources may improve the skills of individual users and otherwise contribute indirectly to ISD's mission, these resources should be used primarily for ISD-related educational and administrative purposes. By using ISD instructional and information technology facilities and resources, users agree to abide by all related ISD policies and procedures, as well as applicable federal, state, and local law. Violations may result in ISD disciplinary action or referral to appropriate external authorities.

The use of ISD computing resources--like the use of any other ISD-provided resource and like any other ISD-related activity--is subject to the normal requirements of legal and ethical behavior within ISD community. Thus, legitimate use of a computer, computer system, switching system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not those restrictions are built into the operating system or network and whether or not they can be circumvented by technical means.

(2) SCOPE OF POLICY.

This acceptable use policy applies to all users of ISD Instructional Technology (IT) resources. A "user" is defined as any individual who uses, logs into, or attempts to use or log into, a system; or who connects to, or attempts to connect to or traverse, a network, whether by hardware or software or both, whether on campus or from remote locations. The term "user" thus includes system sponsors and system managers, faculty, staff, and students. "Instructional and information technology resources" are those facilities, technologies, and instructional and information resources required to accomplish instructional and information processing, storage, and communication, whether individually controlled or shared, stand-alone or networked. Included in this definition are all Instructional Technology Department, classroom technologies, electronic resources, and computing and electronic communication devices and services, such as, but not

limited to, computers, printers, modems, e-mail, fax transmissions, video, multi-media, instructional materials, and administrative systems. Personal equipment physically connected to the ISD network is also subject to this policy.

(3) SECURITY AND PRIVACY.
The same principles of academic freedom and privacy that have long been applicable to written and spoken communications in the ISD community apply also to electronic instructional and information. ISD cherishes the diversity of perspectives represented on this campus and, accordingly, does not condone either censorship or the casual inspection of electronic files.

ISD employs various measures to protect the security of its computing resources and of its user accounts. Users should be aware, however, that ISD cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing passwords regularly. Users are responsible for maintaining backup and recovery systems in accordance with disaster recovery guidelines, as well as for implementing and maintaining computer security in accordance with best practices and ISD policies and procedures. ISD respects encryption rights on its networks and may (or will?) itself encrypt instructional and information and transactions when secure confidentiality is an obligation.

Users should also be aware that their uses of ISD computing resources are not completely private. While ISD does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of ISD's computing resources require the backup of data and communication records, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. ISD may also inspect files or monitor usage for a limited time when there is probable cause to believe a user has violated this policy. The Superintendent or his designee must authorize inspections or monitoring related to violations of this policy in advance with counsel for ISD. Such inspections or monitoring will be conducted with notice to the user, unless, after consultation with counsel for ISD, it is determined that notice would seriously jeopardize substantial interests of ISD or of third parties. In addition, a supervisor or principal investigator may find it necessary to retrieve a file of assigned work by inspection without notice when an employee is unavailable for timely consultation.

In addition, users should be aware that their right to privacy in electronic records may be subject to ISD's obligation to respond to subpoenas or other court orders, reasonable discovery requests, and requests for documents pursuant to *Iowa Code* Chapter 22, the Public (Open) Records Law. ISD administrative records are subject to public record requests, unless an express exception recognizes the confidentiality of the material, such as the exception for library records. By statute, public records include all "records, documents, tape or other instructional and information, stored or preserved in any medium," whether generated by ISD administrators, faculty, or staff. The statute contains no express exception for

documents generated by faculty or staff in the course of their employment. Although it is ISD's position that personal electronic files of faculty, staff, and students are not ordinarily to be considered "public records," users should be aware that a court of law, and not ISD officials, may ultimately decide such issues.

(4) INDIVIDUAL RESPONSIBILITIES.

    a.   Use resources appropriately. Uses that interfere with the proper functioning of ISD's Instructional Technology resources are prohibited. Such inappropriate uses would include but are not limited to insertions of viruses into computer systems, tapping a network or running a "sniffer" program, e-mail spam, chain letters, destruction of another's files, use of software tools that attack IT resources, violation of security standards, and the like.

    b.   Respect the rights of others. Interference with the ability of other users to make appropriate use of the resources is prohibited. Such inappropriate uses include, without limitation, invading the privacy of another's files or otherwise gaining unauthorized access to the files of another. Such uses would include but are not limited to denial of service attacks, misrepresentation, forgery, use of software tools that attack IT resources, and the like.

    c.   Adhere to the EDUCAUSE Code of Software and Intellectual Rights. The EDUCAUSE Code follows:

        Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

        Because electronic instructional and information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

    d.   Adhere to data access policies. Accessing restricted data without permission or need to know is prohibited. Where access to restricted data is permitted, use of such data shall be limited to the purpose for which access was authorized. Secondary use of ISD data subject to access restriction, without adhering to the restrictions, is also not permitted.

    e.   Adhere to software licenses. Persons loading software on any ISD computer must adhere to all licensing requirements for the software.

Except where allowed by ISD site licenses, copying software licensed for ISD use for personal use is a violation of this policy. Users are responsible for adhering to agreements for databases licensed by ISD. Individual departments are charged with the responsibility of ensuring that licensing requirements are met and for developing a statement guiding the installation of personal software on departmental computers.

f. Avoid excessive personal use. Consistent with ISD Telephone Procedures, personal use of computer resources should be kept to a minimum. Personal use may be excessive if it takes place during regularly scheduled work time, if it overburdens a network, if it results in substantial use of system capacity, or if it otherwise subjects the institution to increased operating costs. Some uses will be plainly excessive in all environments, but the extent to which other uses become excessive may vary among units. In those instances, supervisors will provide more specific guidance to individual users by formulating unit policies or providing advice on a case-by-case basis.

g. Refrain from prohibited personal uses. Instructional Technology resources, including ISD's electronic address (e-mail, web), shall not be used for personal commercial gain, for charitable solicitations unless these are authorized by the appropriate ISD officer, for personal political activities such as campaigning for candidates for public office, or for lobbying of public officials. For purposes of this policy, "lobbying" does not include individual faculty or staff sharing instructional and information or opinions with public officials on matters of policy within their areas of expertise. Faculty and staff consulting that are in conformity with ISD guidelines is permissible.

h. Use ISD name as authorized. Unless authorized to speak for the school, users should avoid creating the impression they are doing so. Electronic exchange of ideas is encouraged. However, users shall take appropriate steps to avoid the possible inference that communication of a message via ISD e-mail system or posting to an electronic forum connotes official ISD authorization or endorsement of the message.

i. Adhere to other ISD policies. Inappropriate use of electronic technology resources may violate a number of generally applicable ISD policies, including, without limitation, ISD Employee Handbook covering sections such as Professional Ethics, Telephone Procedures, Human Rights, Sexual Harassment, Violence, and Fund Solicitation and Policies and Regulations affecting students, "Regents Guidelines on Union Organizing Activity," and ISD Web Standards (to be developed later).

j. Obey external laws. Instructional Technology resources shall not be used in a manner that violates federal, state, or local law, including

without limitation the federal requirement that ISD provide employment and educational environments free from race-based or gender-based hostility (see Titles VI and VII, Civil Rights Act of 1964, and Title IX, Educational Amendments of 1972); and state criminal laws forbidding harassment (IC 708.7), exhibition of obscene materials to minors (IC 728.2), rental or sale of hard core pornography (IC 728.4), official misconduct (IC 721), computer crime (IC 716A), and federal and state copyright and fair use laws. Nothing in this policy prohibits the use of appropriate material for educational purposes in any accredited ISD, or any public library, or in any educational program in which a minor is participating. Nothing in this policy prohibits the presence of minors at an exhibition or display or the use of any materials in any public library.

(5) ADMINISTRATION AND ENFORCEMENT.

Instructional Technology Services is charged with communicating this policy to the user community through various IT providers and for providing educational programs to achieve technical proficiency and appropriate use of the resources. Requests for interpretation of the policy as applied to particular situations may be directed to the appropriate ISD administrator, such as the Superintendent, Assistant to the Superintendent, Dean of Student Life, Human Resources or appropriate department.

Reports of apparent violations of the policy may be made to Instructional Technology Department, to a staff member's supervisor or, in the case of a student, to Building Principals, or the Residence Deans. Where violations of law are alleged, ISD's General Counsel should be contacted and ISD will, with the advice of its General Counsel, notify appropriate authorities. Good faith disclosures of ISD-related misconduct are protected by the anti-retaliation policy. In most instances, concerns of possible violations of this policy will be addressed informally by discussion or admonition. Where sanctions are appropriate, they may include a formal reprimand, loss of user privileges for a definite or indefinite period, termination of employment, or, in the case of a student, probation, suspension, or expulsion from ISD.

Serious or repeated violation of this policy by staff members will be governed by the general office of Human Resource's procedures. The staff member's supervisor, departmental executive officer or the Superintendent, will address violations of this policy by staff members. Appeals from any formal disciplinary action taken against a faculty member or a professional and scientific staff member are governed by the Board of Regents, State of Iowa, policy procedures. Having access to a contractual grievance procedure, merit staff has a procedure available under the Regents Merit System Rules. ISD's Discipline Procedures will govern violations of this policy by students. Discipline Procedures are published and distributed to students and parents annually.

(6) DISCLAIMERS.

ISD makes no warranties of any kind, whether expressed or implied, with respect to the instructional and information technology services it provides. ISD will not be responsible for damages resulting from the use of communication facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of an ISD employee, or by the user's error or omissions. Use of any information obtained via the Internet is at the user's risk. ISD specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communication facilities and services, except material represented as an official ISD record. ISD also does not accept responsibility for removing material that some users may consider defamatory or otherwise offensive. Users should be advised, however, that dissemination of such material might subject them to liability in other forums.

(7) OTHER POLICIES AND RULES.

Individual units within ISD may define by written policies and conditions of use for facilities under their control. Policy statements must be consistent in principle with this ISD policy, but may provide additional detail, guidelines or restrictions. Such unit or departmental policies should be submitted to the Human Resources or the department head or to ISD Executive Council to review for consistency with ISD policy. In addition, users are advised that network traffic exiting ISD is subject to the acceptable use policies of our national and international network connectivity providers (e.g., ICN, AEA13, or long distance communication providers such as QWest).